
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 15, 2019

Smoky Hill Library
5430 S Biscay Circle
Centennial, CO

MEMBERS PRESENT: Katie Schroeder, Steve Oliver, Dorothy Pisel, Jim Morrato, and Rachel Bandy

MEMBERS ABSENT: Sally Daigle

PUBLIC: James Young, Wayne Curtis and Bev Morrato
James Young shared his concern over the removal of the 2010 Encyclopedia Britannica from the Arapahoe Libraries catalog.

OTHERS ATTENDING: Cameron Richards and Elizabeth Dauer, Attorneys; Julie Miller Davis, Productivity & Efficiency Expert; Alan Antolak, Zelia Goettsch, Justin Gerze, Jim Bershof and Tracy Tafoya, AP and OZ representatives

STAFF PRESENT: Oli Sanidas, Executive Director; Janel Maccarrone, Executive Assistant; Jennifer Mahin, Director of Finance; Jill Corrente, Director of Digital and Library Material Services; Kim Collie, Director of Project Management Office; Linda Speas, Director of Library Operations; Jessica Sidener, Director of Marketing and Human Relations; Cindy Mares, Manager of Strategic Programming; Caroline Heinselman, Manager of Human Resources; Jose Ortiz, Manager of Facilities and Security; Anthony White, Manager of Web Systems; David Britti, Manager of LMS; Jason McBride, Manager of IT Infrastructure; Holly Whelan, Library Manager; Cynthia Kiyotake, Library Manager; Natalie Kuypers, Becca Postma, Cherie Curtis, Shelly Smith, Erin Stachowiak, Donna Dean, bonnie pintaric.

Katie Schroeder opened the meeting at 5:45 p.m.

APPROVAL OF MINUTES No. 763 & 764: Jim Morrato moved to approve the Minutes #763 from the November 13, 2018 Board Meeting and the December 11, 2018 Executive Session, Steve Oliver seconded the motion and the motion passed unanimously.

CONSENT AGENDA: Jim Morrato moved and Dorothy Pisel seconded to approve the Consent Agenda as presented. The motion passed unanimously.

Approval of the Consent Agenda means:

- Approval of the hiring of Lauren Reed, Bill Spencer, Kenza Lefstad, Ben Welder, Erin Bottner, Linda Moran and Maura Weiler
- Approval of the separation of Catherine Mason, Julia Laser, Allie Beardsley, Josh Hariz, Pamela Fisher Mendoza, Mike McBride, Melissa Getto, Grace Montesano, Shell Shields and Jody Gardiner
- Approval of \$240,000 for annual costs of the electronic resource Hoopla. The Hoopla resource is a pay-per-checkout resource our patrons enjoy for immediate access to digital audiobooks, ebooks, comics, tv series, films and music. The annual \$240,000 is divided into a \$20,000 per-month budget.
- Approval of \$106,560 for the contract with Pacific Office Automation for the Copiers and Printers. The monthly rate will be \$8880.00.
- Approval of the initial \$375,000 of the total budgeted amount for the design (\$200,000) and construction (\$175,000) phases of the new Byers library to Adolfson & Peterson Construction/Oz Architecture.
- Approval of the initial \$2,247,527 for the 2019 design and construction work on the Castlewood renovation project to Adolfson & Peterson Construction/Oz Architecture.
- Approval of \$209,254.80 for the Key-People contract which includes all janitorial cleaning district wide.
- Approval of \$196,598 for six months of the Southglenn Library Lease and Common Area Maintenance.
- Approval of Comcast Purchase Order for \$127,000. This will cover all reoccurring payments for 2019 to Comcast for all monthly costs of patron internet and all branch connectivity to the Support Services Building.

FINANCIALS: Jennifer Mahin reviewed the financials and the list of vendors in 2018 over \$100,000 with the trustees. Rachel Bandy moved to approve the Financials as presented. Steve Oliver seconded and the motion passed unanimously. Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

Steve Oliver moved to approve the audit engagement letter from CliftonLarsenAllen and Jim Morrato seconded and the motion passed unanimously.

BYERS LIBRARY PROJECT PRESENTATION: Representatives from Oz Architecture and Adolfson and Peterson Contractors gave a summary of the community and staff input received so far and talked about next steps and the

timeline for the Byers library project. They will present designs of the project at the April 16, 2019 Board meeting.

LIVE AT THE LIBRARY: TWEEN THEATER CAMP PRESENTATION

Natalie Kuypers and Becca Postma gave a brief overview of Live at the Library: Tween Theater Camp offered at Koelbel Library in the Forum Theater. This innovative, week-long experience allowed twelve tween patrons to participate in a daily camp where they experienced the audition and casting process, learned to work together as a cast, and used their imaginations to create a short musical production for family and friends!

POLICIES:

Reservable Spaces – first reading: The policy was modified to add language regarding the library's insurance liability in reservable spaces. The policy will be presented for a second reading in February.

Patron Code of Conduct – second reading: The Patron Code of Conduct (long version) was presented to the board at the November meeting for approval of changes regarding the use of marijuana and other smoking products in order to be consistent with the shorter version used for posting at the facilities. At that time, a concern was voiced regarding the section on "Weapons," specifically the prohibition on open carry or concealed carry with or without a permit. With assistance from our attorney, the wording was edited in that section in both the long and short versions and the revised document was presented for second reading. Jim Morrato moved and Dorothy Pisel seconded to approve policy with the suggested revisions from the trustees. It was decided that legal counsel will work on related procedures for the policy.

Soliciting, Fundraising, Petitioning, Campaigning and Other Free Speech Activities on Library Property – second reading: The policy was been modified to remove the sale of newspapers among the activities not allowed on the premises, as we do not have newspaper vending machines at any library location. Dorothy Pisel moved and Jim Morrato seconded to approve the policy with the suggested revisions from the trustees.

REPORTS:

Legal Report:

Legal counsel reviewed the legal report with the trustees and presented the Annual Administrative Resolution. Steve Oliver moved to approve the resolution, Katie Schroeder seconded and the motion passed unanimously.

Trustee Reports:

- Katie Schroeder announced that the two open trustee positions have been posted to the website. She attended the Santa breakfast with her son last month. She was excited to see her husband and son's photo on a banner on the website.
- Rachel Bandy also attended the Santa breakfast with her children and thought it was delightful. She shared that she appreciated a brochure on "Tough Topics" stating that it gave people a chance to pick it up without shame.
- Dorothy Pisel was glad to be back at the meetings after an illness.
- Steve Oliver reported that he has several boxes of books to donate.
- Jim Morrato sadly said goodbye. Jim served on the board since 2007 and he will be greatly missed.

Challenges:

No comments

Director Reports:

- Oli Sanidas reviewed communication he shared with staff around the recent visioning exercises. These exercises were conducted to get shared visioning language around initiatives. The exercises were a great way of leveraging staff feedback. He shared his budgeting philosophy in an effort to be transparent with staff. Oli reported that a year of being fine free has had very little impact.
- Linda Speas reported on the ESL graduations that we hosted in 2018. These events are an incredible celebration and quite an accomplishment. Over the holidays, the libraries had an inclusive holiday display where patrons shared how they celebrated the holidays. The Inclusivity Guild is going to evaluate the displays. Linda served as a judge for the Geek Out competition and thinks it is a wonderful way to connect with the teens. Thirteen teens were awarded prizes generously funded by the Friends.
- Jill Corrente reported on interactive lab at the Southglenn Library. The space offers information on Universal Design principles and interactive technology to show practical examples of how technology can impact daily living.
- Jessica Sidener reported on the collaboration with Colorado Public Radio to produce a 15-second spot that aired during a.m. and p.m. drive times. The ad was targeted toward adults, especially older adults, and encouraged radio listeners to discover all the ways to take advantage of their library cards. Jessica was excited to see the recruiting hub on the web site. This will help prospective job seekers see all the wonderful benefits associated with being an employee at Arapahoe Libraries.

LET'S FIND OUT...HOW WE DID:

No comments

MONTHLY STATISTICS:

No comments

COMMUNITY CONVERSATIONS:

No comments

UPCOMING MEETINGS: The February meeting is scheduled on Tuesday, February 19 at 5:30 p.m. at the Koelbel Library.

There being no further business, Katie Schroeder moved to adjourn the meeting. Jim Morraio seconded the motion and Katie Schroeder adjourned the meeting at 7:58 p.m.

2/19/19

Date Approved

Katie Schroeder

Dorothy Pisel, Secretary



Patron Code of Conduct

NOTE: A one-page version for posting can be found at the end of this policy.

The Arapahoe Library District is dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person is expected to respect the rights of others and comply with the following Patron Code of Conduct while on library property.

Permitted conduct in the library includes:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages
- Service animals
- Smoking in exterior designated areas only

Prohibited conduct in the library includes but is not limited to:

- Code of Conduct Violations: violating any Library District Policy, Code of Conduct or rules for usage of materials, computers or other library property.
- Failure to Comply: failure to comply with any request or demand of library staff.

The Arapahoe Library District reserves the right to remove any person and/or restrict library privileges of any person whose conduct is deemed by library staff to violate this Code of Conduct. Recurring offenses may elevate the penalty.

Serious Misconduct

The following forms of misconduct are deemed serious and may result in restricting access to all libraries within the Arapahoe Library District system for up to 90 days depending upon the frequency or severity of the incident(s). The age of the patron and any disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- Alcohol/Drugs/Intoxication: possession or use of alcohol, illegal drugs, and/or medical or recreational marijuana or being under their influence.
- Disorderly Conduct: disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others; repeatedly questioning, commenting, approaching or confronting staff with questions or comments currently being addressed or previously addressed.
- Identity Theft: obtaining, possessing, transferring or in any way using the identifying information of another without that person's consent including using multiple library cards or another person's library card to extend computer use beyond established time periods.
- Inappropriate Activities: engaging in activities inappropriate for a public library facility including, but not limited to, loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering, smoking, electronic smoking devices or use of tobacco products.
- Misuse of Computers: utilizing library computers to engage in illegal activities, to gamble, wager or engage in booking activities, or to publicly view sexually explicit or pornographic materials.
- Inappropriate Attire or Poor Hygiene: failure to wear appropriate attire, posing a health, safety or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages library property.
- Theft: concealing library materials or property on library premises, theft or other attempts to convert library property to personal use.
- Verbal Abuse: using language, words, expressions, gestures or other behavior that is intimidating, insulting, hostile, loud, abusive, obscene, offensive, rude, vulgar, or demonstrates a lack of civility to others.

Severe Misconduct

The following forms of severe misconduct may carry up to a one year banning penalty depending upon the frequency or severity of the incident(s). The age of the patron and any disabilities that play a role in the inappropriate

behavior will be considered. Authorities will be notified as appropriate and necessary.

- Physical Abuse: behaving in a threatening, intimidating or violent manner toward any person, or acting in a manner that creates the potential of physical injury to oneself or others and any form of unwanted touching or other contact.
- Property Damage: destroying, damaging, defacing or vandalizing library property on or off library premises or threatening to damage such property in any way.
- Sexual Misconduct: engaging in any action that is sexually inappropriate or offensive including but not limited to lewd or lascivious behavior, indecent exposure, sexual battery, touching one's self or others inappropriately or publicly displaying any pornographic or sexually explicit materials whether in photographic, graphic or animated form which does not relate to medical research or would otherwise be considered obscene by local community standards.
- Threats: communicating a threat of harm to any person or property including patrons, Library District staff members and security guards.
- Weapons: (inapplicable to law enforcement)
 - The open carry of a knife, firearm or other object that could be used as a weapon
 - The concealed carry of a knife, firearm or other object that could be used as a weapon. A valid concealed carry permit holder is entitled under Colorado law to carry a concealed handgun.

See also related policies including:

1. Soliciting, Fundraising, Petitioning, Campaigning and Other Free Speech Activities Policy
2. Acceptable Use of Library Technology and Services Policy

NOTIFICATION & APPEALS PROCESS

At the recommendation of library staff, the Security Manager or designee will issue a letter to the patron specifying the behavior that has violated the Patron Code of Conduct and the penalty for doing so, which may include a banning from all Arapahoe Library District libraries and facilities for the periods specified above.

At the recommendation of the Executive Director, the Board of Trustees may ban a patron from Arapahoe Library District libraries and facilities for a period of more than one year if the patron's conduct is deemed an ongoing threat to library patrons or staff.

Any patron banned from Arapahoe Library District libraries or facilities may appeal once in writing to the Arapahoe Library District Board of Trustees. An appeal petition must be mailed or delivered to the Executive Director at: Arapahoe Library District, 12855 E. Adam Aircraft Circle, Englewood, CO 80112 within 15 days of the date of any action taken to ban the patron. The appeal petition must include all of the reasons the patron believes he or she is not in violation of the Patron Code of Conduct and state why the patron cannot comply with any requests of library personnel that would otherwise have allowed reinstatement of library privileges.

The Board of Trustees will issue a written determination of the appealed matter within 45 days of receipt of the petition. The Board of Trustees may uphold the ban, overturn the ban or propose an accommodation to the banned patron. The determination is final and shall have no precedential value. An appeal may not be repeated.

ADOPTED Sept 2007

REVISED Apr 2009, Sept 2011, May 2012, May 2013, March 2014, November 2018, January 2019

For Posting: Patron Code of Conduct

Welcome to the Arapahoe Library District. We are dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person can help by respecting the rights of others and complying with the following rules while on library property. Thank you for your cooperation.

The following are permitted in the library:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages
- Service animals
- Smoking in exterior designated areas only

The following are prohibited:

- Possession or use of alcohol or illegal drugs or being under their influence
- Possession or use of medical or recreational marijuana is not allowed on library property.
- Smoking, use of electronic smoking devices, or use of tobacco products in the library
- Disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others
- Using another person's library card or identifying information
- Inappropriate activities such as loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering
- Misuse of computers including illegal activities and publicly viewing sexually explicit or pornographic materials
- Inappropriate attire or poor hygiene
- Theft or other attempts to convert library property to personal use
- Language or gestures that are intimidating or obscene or demonstrate a lack of civility
- Violent behavior or any form of unwanted touching or other contact
- Destroying or vandalizing library property or threatening to damage property
- Engaging in any action that is sexually inappropriate or offensive
- Communicating a threat of harm to any person or property
- The open carry of a knife, firearm or other object that could be used as a weapon
- The concealed carry of a knife, firearm or other object that could be used as a weapon. A valid concealed carry permit holder is entitled under Colorado law to carry a concealed handgun.

The Arapahoe Library District reserves the right to remove any person whose behavior is disruptive, unsafe to the patron or others, or interferes with the use of the library by others in the judgment of library staff.

See the full Patron Code of Conduct Policy for specific violation penalties and appeal process. See also related policies on Soliciting, Fundraising, Petitioning, Campaigning and Other Free Speech Activities; and Acceptable Use of Library Technology and Services.

Revised: March 2014, November 2018, January 2019



SOLICITING, FUNDRAISING, PETITIONING CAMPAIGNING AND OTHER FREE SPEECH ACTIVITIES ON LIBRARY PROPERTY

SOLICITORS, PEDDLERS AND OTHERS WHO SEEK TO SELL GOODS OR SERVICES OR ENTREAT LIBRARY PATRONS OR STAFF

Solicitation, advertising, promotion, vending, peddling or product sampling is not allowed. The Library District prohibits all such activities on library property, as it may interfere with the use or enjoyment of the library by library patrons. The Arapahoe Library District does not endorse, sponsor or support products, services, persons or groups unless related to library service or management.

The Library occasionally receives requests from patrons or staff to conduct or endorse fundraising events or to provide public space for donation collection boxes. Arapahoe Library District does not sponsor nor endorse the fundraising activities of other organizations, although periodically branch libraries may cooperate with local community charitable groups or service clubs to support community endeavors. Staff fund raising activities directed solely at staff may be conducted in staff offices or lunch areas.

All ALD fundraising will be conducted under the auspices/permission of the Library Foundation. Ideas and suggestions should be sent to the Executive Director.

PETITIONING AND OTHER FREE SPEECH ACTIVITIES ON LIBRARY PROPERTY

Arapahoe Library District offers a limited public forum for free speech activities. In order to ensure normal operations of the library, we enforce the below guidelines related to free speech activities on our property:

Free speech activities are allowed on Arapahoe Library District property in designated areas at a time, place and in a manner approved by the Executive Director or designee.

Free speech activities include, but are not limited to petitioning, leafleting and/or campaign activities. Library walkways and grounds outside library buildings provide appropriate public places for the exercise of the right of free speech, provided the activity does not create a dangerous condition, interfere with access and use of the library, damage property or create unnecessary maintenance expense for the library.

Those exercising their free speech rights may not engage in the following activities or actions. Violations may result in the revocation of the right to utilize library property:

- Hindering, impeding or blocking the passage of library patrons, employees or visitors;
- Continuing to impose upon, follow, shout at or against, mark for approach by others or otherwise press an issue after having been advised of the patron's, employee's or visitor's lack of interest or opposing viewpoint and desire to be left alone;
- Surrounding or making serial approaches to a patron, employee or visitor;
- Inciting or promoting arguments with or among library patrons, employees or visitors;
- Inciting or promoting imminent acts of violence;
- Presenting, imposing or otherwise impressing upon patrons, employees or visitors obscene materials or materials, photographs or demonstrative exhibits generally offensive in the community; or
- Failure to abide by the time, place and manner of restrictions imposed by the Library.
- Public solicitation of funds is not allowed on library property.
- Promotion of for-profit programs, services or goods is not allowed on library property.

Those exercising free speech rights will limit their numbers to two individuals and shall remain on exterior walkways or grounds. As library settings vary, library managers will determine available areas that are appropriate for the exercise of such rights at each location. Diagrams are available for this purpose at each location owned by the Arapahoe Library District.

Davies and Southglenn libraries are in premises not owned by the Library District and as such are subject to the policies of the property owners.

OUTDOOR DISPLAYS BY THE PUBLIC ON LIBRARY PROPERTY

Unmanned campaign posters, banners, yard signs and other outdoor displays (not sponsored by the Library District) shall not be posted, exhibited or left anywhere on Library District property. Such displays will be removed without notice and disposed of by library personnel.

ELECTION TABLES

The Arapahoe Library District will provide limited election table space in each of its public libraries for the display of campaign materials related to candidates or issues in local and national elections. Community Bulletin Boards may not be used for this purpose.

Such information is part of the reference service provided by the Arapahoe Library District. It does not constitute an endorsement by the library district.

The Arapahoe Library District welcomes the opportunity to serve as an election polling place. If an election table is within 100 feet of the room in which the election is held or is adjacent to where electors walk to an interior polling place, it will be moved or removed in compliance with Colorado statute § C.R.S. 1-5-105(1).

POLITICAL PROGRAMS AND DEBATE

The Library District or other organizations/individuals may schedule political programs or debates to help inform voters about issues or candidates in an election. Appropriate campaign material literature may be distributed by the program/debate participants as part of the program or debate.

ADOPTED 9/2002
REVISED 3/2004
REVISED 9/2008
REVISED 9/2010
REVISED 9/2018
REVISED 11/2018
REVISED 1/2019